

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 25 March 1947

FROM : Executive for Personnel and Administration

SUBJECT: Preparation of Drafts for Administrative Manual

This is in reference to my memorandum of 14 February 1947 wherein it was requested that you designate a person or persons in your division to prepare initial drafts of administrative instructions covering the activities of your division, for inclusion in the proposed Administrative Manual. This draft was to be completed and forwarded to the

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Finance Division on or before 1 April 1947.

It is requested that you check upon this project to determine the progress being made. In the event that certain portions of the draft instructions cannot be completed by 1 April, the portions that are completed should nevertheless be forwarded to the

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together with a memorandum explaining the reason for the delay in completing the remaining portions, and the approximate date on which they will be submitted. An information copy of such memorandum should be forwarded to this office.

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Executive for Personnel  
and Administration.

Document No. NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S 0

DDA Memo, 4 Apr 77

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